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14 April 1953

SUBJECT: Junior Officer Trainees on the PM Staff

1. The program of Junior Officer Training, in brief, calls for the recruitment of high-level, young men with intelligence potential. These young men are selected by OIR and assigned to the OIR T/O. During their first few months, they are tested, assessed, and enrolled in BIC. During the balance of the training, they are assigned to various offices for on-the-job training. At all times the trainee is on the OIR T/O. Upon conclusion of training, the trainee is shopped for permanent placement.

2. It is proposed that the PM Staff consider participation in this program.

3. It is proposed that plans for trainees be made as follows:

a. Training period - one year

b. Number of trainees

- (1) One for Air-Maritime
- (2) One for OPOT
- (3) One for IMTA

c. PM Qualifications for Trainees

(1) OPOT

Veteran or active duty officer
25 years of age or older
Temperamentally suited for staff work
Overseas tour with CIA or equivalent

(2) IMTA

Recent graduate of OCS
25 years of age or more
Temperamentally suited for staff work

Desired:

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Desired:

OCS in combat branch
Military intelligence school at Commissioned Officer level
Knowledge or ability to express thoughts in writing

(3) Air-Maritime

d. PM Staff Obligations

Set up a training program for each of the four trainees in writing explaining:

- (1) Indoctrination
- (2) Supervision
- (3) What trainee can accomplish

Insure by careful advance planning that each trainee will be given professional training and will not be used as a messenger, etc.

Maintain T&I and evaluate trainee at end of 6 months and at end of one year.

e. Trainees Obligations

- (1) Perform duties assigned in a professional manner as a junior officer on the PM Staff
- (2) Complete outside reading assigned by supervisor as part of training

4. This program should rebound to the advantage of the trainee and of the PM Staff. In a one-year period, each trainee will be well known to members of the staff. In certain cases, the Staff may wish to request the trainee for permanent assignment. In a like manner, the trainee will be able to decide whether or not he would like staff work as a permanent assignment.

5. Should the trainee receive placement in any other element of DB/P his knowledge of PM Staff would be valuable.

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**RECOMMENDED FIELDS OF SUPERVISED STUDY
ON-THE-JOB TRAINING COURSE
INT&TA**

Phase One (Four-Month Period)

Daily supervision in the informal study periods.

1. CIA Indoctrination:

A. Formal courses

- (1) Security Lecture (1 day)
- (2) Staff Indoctrination Course (1 week).

B. Recommended Reading

- (1) Selected sections of PM Staff briefing file.
- (2) 45 min. Staff Briefing and related background papers.

2. PM Staff Training:

A. To enlarge upon functions and activities of PM Staff.

- (1) One hour of indoctrination in each branch of each division (10-12 hours).

B. Required Reading List

- (1) 45 min. Staff Briefing and related background papers.
- (2) [REDACTED] Paper.
- (3) Staff SOP Manual.
- (4) Index to PM Staff Projects (world-wide).

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3. INT&TA Training:

A. Intelligence in support of operations.

B. Intelligence in support of planning.

C. The selection of targets and the analysis of targets.

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D. Reading:

- (1) Target CEI and related papers.
- (2) EEI of PM Staff operations and projects.
- (3) Standardised outlines to PM Intelligence Annex and Intelligence Estimate

E. Daily supervision in the following activities:

- (1) Screening of current intelligence publications to determine useability to INTATA and/or other Staff components.
- (2) Screening of cables received from the field to determine importance and significance to INTATA and/or other Staff components.
- (3) Assisting in monitoring PM and PP Staff personnel returning from overseas assignments in order to arrange debriefings or interviews for those in the Staff interested in the overseas activities of these personnel.

Phase Two (Four-Month Period)

1. Officer will continue activities and studies as outlined in Para. 3 of Phase One above.
2. Officer will be assigned task within the framework of these activities which he will carry out under the direct supervision of the Division officer assigned to the over-all project. The supervisor will give advice and corrections.

Phase Three (Four-Month Period)

1. Officer will be assigned to projects (i.e., preparation of country estimate or annex to a PM plan) with supervision or when needed.
2. Officer will assist in the Phase One Indoctrination of his replacement.

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